



REDUCED DOC - SUBMISSION NEEDS LIST

- 1. MOST RECENT 12 MONTHS BUSINESS OR PERSONAL BANK STATEMENTS**
- 2. MOST RECENT 60 DAYS ASSET/BANK STATEMENTS (ALL PAGES)**
 - a. TO VALIDATE SUFFICIENT FUNDS FOR CASH TO CLOSE
 - b. PURCHASE & RATE TERM TRANSACTIONS**
- 3. PRELIMINARY TITLE REPORT**
- 4. BORROWER AUTHORIZATION TO PULL CREDIT**
 - a. (SIGNED AND DATED ON OR BEFORE CREDIT REPORT DATE)
- 5. PURCHASE CONTRACT**
 - a. INCLUDING ALL ADDENDUMS & COUNTER OFFERS (IF APPLICABLE**)
- 6. PROVIDE EARNEST MONEY DEPOSIT DOCUMENTATION (IF APPLICABLE**)**
 - a. PROOF TITLE RECEIVED FUNDS (TITLE RECEIPT)
 - b. SOURCE OF FUNDS
- 7. SIGNED DISCLOSURES**
 - a. THE DISCLOSURES WILL BE SENT OUT TO THE BORROWER AND LOAN OFFICER VIA DOCMAGIC FOR E-SIGNATURE. PLEASE VALIDATE THAT THE DISCLOSURES WERE SIGNED.
- 8. CREDIT REPORT**
 - a. CREDIT REISSUE LOGIN CREDENTIALS
 - i. (IF NOT REISSUED INTO SYSTEM)**
- 9. PROVIDE A GOVERNMENT ISSUED PHOTO ID**
 - a. MUST BE ACTIVE.
- 10. PROVIDE SSA**
 - a. NEED INK SIGNED OAKTREE FORM – SEE ATTACHED
- 11. PROVIDE ANTI-STEERING**
 - a. IF LENDER PAID ONLY** - SEE ATTACHED
- 12. PROVIDE AFFILIATED BUSINESS DISCLOSURE (ABA) – SEE ATTACHED**
- 13. HOA PAYMENT COUPON**
 - a. IF THERE IS NO HOA, PLEASE PREPARE AN LOE STATING THAT THERE IS NO HOA FOR THIS PROPERTY.
- 14. PROOF MORTGAGES ARE PAID THROUGH CURRENT MONTH**
 - a. WE REQUIRE ALL MORTGAGES TO SHOW PAID GOOD THROUGH FUNDING. FOR EXAMPLE, IF YOUR LOAN IS FUNDING IN FEBRUARY, WE WOULD NEED PROOF THE MORTGAGE WAS PAID IN JANUARY.
 - b. **THE BEST WAY TO CLEAR THIS CONDITION –**
 - i. CREDIT SUPPLEMENT, OR
 - ii. MORTGAGE STATEMENT (AS LONG AS IT SHOWS THAT THE MOST RECENT PAYMENT WAS MADE)
- 15. HOUSING HISTORY VERIFICATION (IF NOT ON CREDIT**)**
 - a. VOM/VOR, AND
 - b. 12 MONTH PROOF OF PAYMENT (VIA BANK STATEMENTS OR CANCELLED CHECK OR)
 - c. **IF PROPERTY FREE & CLEAR PROVIDE:**
 - i. HOI DEC PAGE, AND
 - ii. PROPERTY PROFILE
- 16. PROVIDE CONTACT SHEET**
 - a. FOR ALL PARTIES RELATED TO THE TRANSACTION. – SEE ATTACHED
- 17. LOE'S – CAN BE SIGNED AT CLOSING****
 - a. DEROGATORY TRADELINES
 - b. ADDRESSES ON CREDIT
 - c. ALL CREDIT INQUIRIES OVER THE LAST 120 DAYS. MUST SPEAK TO EACH INQUIRY.**
 - d. UNPAID COLLECTION TRADELINES
 - e. BENEFIT TO BORROWER LETTER (CASH OUT LETTER, IF CASH OUT)

**18. LEASE AGREEMENT**

- a. IF PROPERTY IS LEASED. REFINANCE TRANSACTIONS**

19. PROOF OF 2 YEAR BUSINESS EXISTANCE

- a. BUSINESS LICENSE, OR
- b. ARTICLES OF INCORPORATION, OR
- c. CPA LETTER

20. PROOF OF OWNERSHIP PERCENTAGE

- a. OPERATING AGREEMENT, OR
- b. ARTICLES OF INCORPORATION, OR
- c. CPA LETTER

21. USE OF BUSINESS FUNDS IF APPLICABLE**

- a. PREVIOUS YEAR BALANCE SHEET, & YEAR-TO-DATE BALANCE SHEET, OR
- b. CPA LETTER

22. VERIFICATION OF CPA EXISTANCE IF USING A CPA FOR ANY OF THE ABOVE CONDITIONS**

- a. GOOGLE SEARCH WILL SUFFICE

23. INTERNET 3RD PARTY VERIFICATION OF BUSINESS PHONE NUMBER

- a. GOOGLE SEARCH WILL SUFFICE
- b. IF BORROWER'S BUSINESS HAS NO INTERNET PRESENCE, PROVIDE AN LOE AS TO WHY THE BORROWER HAS NO INTERNET PRESENCE.

Please let me know if you have any questions regarding the prior to submission conditions required.

Please save these documents as the List Number (i.e. #1 Paystubs, #2 W2; #3 1040 etc.), attach and email them to your rep. Your file will not be submitted to underwriting until every item listed on the submission needs list is provided (except for items that do not apply to your file).

Please let us know if you have any additional questions. We look forward to a smooth loan transaction!